



*This document indicates time spent on the Hendersonville, TN Timekeeping Project

T&A Professional Services

<u>Breakdown of hours</u>	<u>Task</u>	<u>Performed By:</u>	<u>Duration</u>
February	February Project Management Tasks - Updated PP/Outstanding Items, etc.	Hillary	1.00
2/5/2018	E/S Training's (Prepare, Deliver and Recap)	Suzi	2.75
2/7/2018	Research Clock/Profile Information		0.50
2/6/2018 and 2/7/2018	Upgrade to 2018.1.1 and clock not working follow up		0.50
2/8/2018	Weekly Project Call and Recap. Troubleshooting and Clock Quotes		0.75
2/9/2018	Export Design Verification & Payroll Export/Application Prep		0.50
2/13/2018	Mobile Setup and Testing. Troubleshooting with PPs on Reports.		0.50
2/15/2018	Weekly Project Call and Recap and Remove Approvals Discussion		1.00
2/16/2018	Project Plan & Outstanding Item Updates		0.50
2/16/2018	OT Period/Applicaton Question Review	Suzi	1.00
2/20/2018	Payroll Export Training (2:45p-4:00pm)	Suzi	1.50
2/20/2018 & 2/21/2018	Preview Export Error Troubleshooting	Suzi	1.00
2/22/2018	Parks Overtime Troubleshooting w/ MB	Suzi	1.00
2/22/2018	Weekly Project Call and Recap	Suzi	0.50
2/23/2018	Overtime Rule Troubleshooting	Hillary	0.50
2/27/2018	Overtime Testing/Jeremy Grenat	Suzi	0.75
3/1/2018	Weekly Project Prep, Call and Recap. CIO Export Testing. Benefit and Integraton updates and testing.	Hillary	2.00
3/1/2018	Pay Code Troubleshooting	Suzi	0.50
3/5/2018	TouchTime II Documentation	Suzi	0.50
3/8/2018 and 3/9/2018	Weekly Project Calls/Recap	Suzi	0.75
3/15/2018	Weekly Project Calls/Recap	Suzi	0.50
3/15/2018	Outstanding Item Check-In, Clock Tracking, Parallel Testing Check-In		0.50
3/19/2018	Clock Tracking/Payroll Export Check-In and Go Live Authorization		0.25
3/20/2018	Payroll Export Troubleshooting with Tyler Munis	Suzi	2.25
3/21/2018	Payroll Support Continued	Suzi	0.25
3/22/2018	Weekly Project Call and Recap		0.75
3/22/2018	Development Changes (location 2350)		0.50
3/22/2018	Hillary working with development on location 2350 and code 191		0.50
3/23/2018	Clock and Ticket Follow Up	Suzi	0.25
3/27/2018	Project Management Tasks: Update PP/Project	Hillary	1.00
3/27/2018	Clock and Project Coorespondance w/ Tina	Suzi	0.25
4/3/2018	Weekly Project Call and Recap	Suzi	0.25
4/9/2018	Clock Training Prep/Setting Dates	Suzi	0.25
4/11/2018	Troubleshooting: Clock Outs not Registering/Approving Time Cards.	Suzi	0.25
4/12/2018	Weekly Project Call and Recap and TTII Config	Suzi	1.25
4/13/2018	Project Plan Tasks & Updates	Hillary	0.75
4/13/2018	Clock Training Prep/Troubleshooting	Suzi	0.50
4/16/2018	Clock Outs not registering	Suzi	0.25
4/17/2018	Adjusting sick time when an employee exceeds 40hrs	Suzi	0.25
4/18/2018	Time Clock Training/Adjusting Sick Time and Work Limits	Suzi	1.25
4/19/2018	Weekly Call - No show	Suzi	0.25
4/24/2018	Rounding Questions/Scenario	Suzi	0.75
4/26/2018	Weekly Project Call/Recap	Suzi	0.75
4/27/2018	Work Limits	Suzi	0.75
5/1/2018	Questions from Tina about SQL/Follow up about Employees Importing	Suzi	0.25
5/3/2018	Weekly Project Call and Recap	Suzi	1.25
5/3/2018	Munis/ExecuTime Interface Questions/Clock Troubleshooting and Follow Up	Hillary	0.75

<u>Breakdown of hours</u>	<u>Task</u>	<u>Performed By:</u>	<u>Duration</u>
5/4/2018	Submit NfV-300 for clock pulling from available balance	Hillary & Suzi	0.50
5/4/2018	Updated Project Plan/Outstanding Items		0.25
5/7/2018	Questions about time off from MB	Suzi	0.25
5/10/2018	Weekly Call	Suzi	0.25
5/11/2018	Project Management Tasks: Update PP/Project	Hillary	0.25
5/14/2018	Emails/Outstanding Item Follow Up	Suzi	0.25
5/16/2018	Time Clock Questions for Slow Network (NI-23010)	Suzi	0.25
5/17/2018	Weekly Project Call/Recap	Suzi	1.25
5/25/2018	Weekly Project Call/Recap	Hillary	0.50
5/30/2018	Hendersonville, TN - Project Plan Updates/Review	Hillary	0.50
5/31/2018	Weekly Call	Suzi	0.50
6/1/2018	Update Tickets	Suzi	0.25
6/7/2018	Weekly Call	Suzi	0.50
6/11/2018	Update Project Plan	Suzi	0.25
6/14/2018	Weekly Call	Suzi	0.50
6/18/2018	Update Project Plan	Suzi	0.25
6/21/2018	Weekly Call;Parallel Testing & Signoffs	Suzi	1.25
6/22/2018 & 6/27/2018	Hendersonville, TN - Project Plan Updates/Review Open Items	Hillary	1.00
6/28/2018	Weekly Project Call/Recap	Suzi	0.75
6/29/2018	Update Project Plan	Suzi	0.25
7/12/2018	Weekly Call	Suzi	1.00
7/16/2018	Update Project Plan	Suzi	0.25
7/19/2018	Weekly Call	Suzi	0.75
7/20/2018	Update Project Plan	Suzi	0.25
7/26/2018	Weekly Call (NI-7372); Adding employees to Locations (NI-25701);Overtime Issue with Custom Policy (NI-25786)	Suzi	4.00
7/27/2018		Suzi	1.25
	Location, Log In Authentication & Updating Permission Role (NI-25862);Update Project Plan 7/28/18 (NI-25868)		
7/30/2018	Holidays questions for Advanced Scheduling (NI-25881);Call with Marybeth (NI-25888);Updating Securities on EMS Pay codes (NI-25889)	Suzi	1.75
8/2/2018	Weekly Call	Suzi	0.25
8/3/2018	Update Project Plan	Suzi	0.25
8/9/2018	Weekly Call	Suzi	0.25
8/16/2018	Weekly Call	Suzi	0.25
8/23/2018	Project Meetings/Emails/Tasks (NI-7372);Auto Deduction Issue (NI-26845)	Suzi	2.00
8/30/2018	Issue with Updating Employees Profile (NI-27033)	Suzi	0.25
9/5/2018	Overtime not Exporting Correct (NI-27191)	Suzi	0.75
9/6/2018	Weekly Call	Suzi	0.25
9/18/2018	Issue with Updating Employees Profile (NI- 27033)	Suzi	0.50
9/20/2018	Questions from Tina (NI-27710);Weekly Call 9/20/18 (NI-27728)	Suzi	0.50
9/21/2018	Weekly Call 9/20/18 (NI-27728); Set all Data to testing from 12/2017 - 9/6/2018 (NI-27753)	Suzi	1.50
9/27/2018	Weekly Call	Suzi	0.75
10/3/2018	User Cannot Run Reports	Hillary	0.25
10/11/2018	Weekly Call	Suzi	0.75
10/17/2018	Project Plan Updates/Acceptances	Hillary	0.50
10/18/2018	Weekly Call	Suzi	0.50

Total Duration**43.50**